

Memorandum



TO: Distribution List
FROM: Bryan Tippie, Budget Director
DATE: July 1, 2002
Re: Minutes of the June 26, 2002 Finance Committee Meeting

Committee Members present: Joe Winkelmann and Harry Atherton

The Finance Committee met on June 26, 2002, at 2:30 p.m. in the 4th Floor Conference Room of the Court and Office Building. This document reflects the official minutes of that meeting.

Treasurer's Report: Beth Ledgerton presented the Treasurer's Report for the Finance Committee's consideration.

County Attorney Report: Tracy Gallehr presented the County Attorney's Report on that Office's efforts in collecting delinquent taxes.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

FY 2002

1. Sheriff's Office

- a. \$836 was approved for appropriation from Federal funds for the Share of Forfeiture Proceeds - DEA.
- b. \$401 also was approved for appropriation from Federal funds for the Share of Forfeiture Proceeds - DEA.
- c. \$2,764 was approved for appropriation from Federal funds for the DEA Group 33 Drug Task Force Overtime Reimbursement.

2. Budget Office

\$511,116 from Bond Proceeds was approved for appropriation for the Emergency Radio System for improvements at tower sites. This was the difference between the originally budgeted \$6,900,000 and the actual amount of \$7,411,116.

3. Library

\$4,588 from Federal funds was approved for appropriation to the New Baltimore Branch Library Capital Improvements Program (CIP) cost code for preliminary design work.

4. Joint Communications Center

\$5,132 was approved for appropriation from State Wireless 911 funds to cover telephone related expenses.

FY 2003

5. Clerk of the Circuit Court

State Library Grant funds of \$243,937 was approved for appropriation to convert chancery records to digital images.

6. Social Services

\$18,375 from State grant funds (Victims of Crime Act) was approved for appropriation for a part time temporary social worker.

Transfers:

FY 2003

Joint Communications

\$4,264 was approved to be transferred from the Joint Communications Fund budget to the Capital Fund budget. Transfer is to support upgrading the Center's generator to operate on diesel or gasoline fuels.

Regular Agenda

Supplemental Appropriations:

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

FY 2002

1. County Administration

\$30,000 from the Contingency Reserve for a Financial Impact Model was approved to be placed in a holding code subject to approval of the full Board of Supervisors. Before expenditures occur, the Finance Committee and Board of Supervisors will be given an informational briefing on the proposed model.

2. Information Resources

\$101,162 from the FY 2002 Contingency Reserve was approved for appropriation to the CIP for E-Gov Phase 3. Actual allocation of funding in FY 2003 will be approved quarterly by the County Administrator based on the progress achieved.

3. Fauquier Housing Corporation

\$790 was approved for appropriation from the Contingency Reserve for reimbursement to the Fauquier Housing Corporation for a special exception fee paid to Fauquier County.

FY 2003

1. Afro-American Historical Association (AAHA) of Fauquier County

AAHA requested \$10,000 for support of their move to a larger facility. After a brief discussion the Finance Committee directed the action be presented to the full Board of Supervisors as a regular agenda item with a recommendation for support of \$5,000.

2. Parks and Recreation

\$35,263 was approved for appropriation to support the Lake Brittle Operation and one time equipment costs. Revenue will be generated from user fees of \$31,330 and \$3,933 from the Parks and Recreation FY 2002 fund balance (carryover).

3. Comprehensive Services Act (CSA)

\$11,200 was approved for appropriation as a carryover request to provide training and installation services on the Harmony software purchased in FY 2002.

4. County Administration

Approved for appropriation from the Contingency Reserve was \$15,000 to support July and August reassessment related costs of the Board of Equalization.

5. County Administration

The Finance Committee approved appropriation of \$2,000,000 from Real Estate Revenue (Reassessment impact, FY 2002) to support renovation of the 320 Hospital Hill Building, Warren Green Building and County Courthouse Office Building.

Transfers:

FY 2002

1. School Division

- a. Approved the request to transfer \$54,000 from School Division funds to the Capital Fund for the purchase of classroom furniture for the new modular classrooms at Liberty and Fauquier High Schools.
- b. Approved the request to transfer \$206,833 from the School Construction Reserve to upgrade and repair the entrance canopies at Bradley, Coleman, Pearson, Smith and Mary Walter Elementary Schools.
- c. Also approved the request to transfer \$154,818 from the School Construction Reserve for the lease and set up of modular classrooms for Liberty (5) and Fauquier (5) High Schools due to the projected School Year 2002-2003 student growth.

2. Information Resources

\$65,000 from the Information Resources Department FY 2002 budget was approved for transfer to the CIP for fiber connections between County

buildings which would provide faster service and more dependable connections. Mr. Winkelmann requested the Budget Office prepare a cost savings report dealing with the change from the current T-1 lines to fiber lines. Adjustments will be made in all General County Government related budgets with any savings identified moved into the Contingency Reserve.

Comments:

1. Finance Department

Health Insurance – William Skinker, Acting Finance Director, provided the health insurance report. Through the first eleven months, Fauquier County has had a 3.5% cost increase over the same period last year. He reported there are eleven other counties in Virginia that are self-insured. Their costs have increased between 10% and 38.8%.

He also pointed out that Fauquier Hospital is also self-insured. Mr. Skinker was requested to brief the Finance Committee at its July meeting comparing the Hospital plan(s) to those of the County.

Mr. Skinker was also tasked to report the year by year demographic average age of Fauquier County and School employees for the past four years.

2. Land Records Software Upgrade

Ross D'Urso, Commissioner of Revenue, discussed upgrading the land use records system software. Two systems are being considered at this time, the Bright System and Keystone System. The current system being used for land records is the Keystone system. \$80,000 is expected to be needed for one time costs related to upgrading this system. The Bright software does not have functionality like the Keystone system in terms of tracking records for community development and assessment.

The present system has not been upgraded since the mid-nineties. The current feeling is to upgrade the Keystone system to the current release in programming and encourage Keystone to make their program more regionalized to include Relief for the Elderly, Land Use, Supplemental Assessments and Exonerations.

Another consideration is that Community Development is tied into this system for Building Permit issuance. Keystone does not have an upgraded Building Permits function at this time, but Keystone would maintain the existing system since the data is the same. They have also indicated a willingness to work with Fauquier County to develop this functionality, therefore, it would be advantageous for staff from Community Development to make contact with Keystone to develop the system requirements.

FY 2003 would appear to be the time to migrate to an improved system. Fauquier County will be working with other jurisdictions to work on a model system for Virginia counties.

Mr. Winkelmann and Mr. Atherton stated that the upgrade should be to the best possible system that exists even if there are additional costs involved.